



# County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

December 18, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF HEALTH SERVICES: APPROVAL OF THE HEALTH CARE  
WORKFORCE DEVELOPMENT PROGRAM PSYCHIATRIC TECHNICIAN  
VOCATIONAL EDUCATION SERVICES AMENDMENT  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the Director of Health Services (Director), or his designee, to execute Amendment No. 1 with North Orange County Community College District, Cypress College (County Contract No. H-702611) to provide training to an additional ten Department of Health Services (DHS) employees, for the provision of Psychiatric Technician Vocational Education Services (PTVES), and to extend the term of the Agreement, effective date of Board approval through December 31, 2008, with provisions to extend the Agreement for an optional six-month renewal period through June 30, 2009, increasing the obligation by \$167,678 for a revised total maximum obligation of \$395,415, 100 percent offset by Employment Development, Workforce Investment Division, State Grant Funds.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Board approval will enable DHS to enter into an Amendment, substantially similar to Exhibit I, with North Orange County Community College District, Cypress College (Cypress College) that will provide psychiatric technician vocational training to ten additional DHS employees.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**CONTRACTING PROCESS**

The California Board of Vocational Nursing and Psychiatric Technicians provides a list of all accredited programs in good standing in California. In the Los Angeles Metropolitan area, two colleges and one adult school are listed. Of these, only Cypress College is fully accredited and offers college credits for coursework.

The sole source letter is on file with the Department. Attachment B provides additional information.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this action will allow DHS to expand the availability of PTVES at County facilities.

**CONCLUSION**

When approved, DHS requires three signed copies of the Board's action.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:SRJ  
SAS:LT:bjs

Attachments (3)

c: County Counsel  
Director and Chief Medical Officer, Department of Health Services

January 22, 2007

TO: John R. Cochran III  
Chief Deputy Director

FROM: Diane Factor *Sarah Decker for DF*  
Director, Health Care Workforce Development Program

SUBJECT: **SOLE SOURCE AGREEMENT WITH THE NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT, CYPRESS COLLEGE**

This is to request your review and concurrence for the Health Care Workforce Development Program (HCWDP) to enter into sole source agreement with the North Orange County Community College District Cypress College (Cypress College) for Psychiatric Technician Vocational Educational (PT) Services.

**BACKGROUND**

Since September 25, 2001, the Board delegated authority to the Director to execute contracts up to a maximum of \$0.300 million for any one contract to implement specific training programs identified in the Department's HCWDP Fiscal Year (FY) 2001-02 Training Implementation Plan (TIP), subject to County Counsel approval.

On June 14, 2005, the Board approved the TIP for FY 2005-06 and an Agreement Amendment with the Worker Education and Resource Center, Inc. to continue to provide personnel, program support services, and central office and instructional space for HCWDP. The current TIP goals include new courses for DHS health professionals including a nursing program, nursing specialty program, science pre-requisite nursing program, academic preparation, allied health care professions program, clerical skills enhancement program and fundamental skills program (i.e. Communication Skills, Spanish, Computer Literature and Leadership Training). Since 2001, HCWDP has successfully implemented and expanded all the above mentioned career path programs.

The need for Psychiatric Technicians was identified by the Department in August 2006. Department management became aware of safety issues which were caused by mentally disabled patients who engaged in violent behaviors at County Hospitals; this poses a potential liability to the County and an immediate risk to other patients surrounding patients engaged in highly volatile situations.

The Department of Health Services intends to enter into agreement with Cypress College effective January 24, 2007 through June 30, 2008.

The Los Angeles County Department of Health Services (DHS) is in critical need of Psychiatric Technician Vocational Education services to prepare medical staff as licensed Psychiatric Technicians to ensure quality care for mental health patients at DHS hospitals. This need has been highlighted by recent activity involving mentally disabled patients who initiated volatile situations. Without immediate intervention to secure appropriate care by Psychiatric Technicians who are trained to quickly and medically de-escalate such volatile situations, DHS may be subject to increased risk and liability; also, DHS may be risking injury to other patients during these incidents.

The California Board of Vocational Nursing and Vocational Nursing and Psychiatric Technicians ("BVNPT") provides a list of all accredited programs in good standing in California. In the Los Angeles Metropolitan area, two colleges and one adult school are listed. Of these, only Cypress College was fully accredited and offered college credits for coursework.

Other Vendors	Justification for Non-Usage
Mt. San Antonio College	<ul style="list-style-type: none"><li>Only provisionally accredited at time of contract development.</li></ul>
Hacienda La Puente Adult Education	<ul style="list-style-type: none"><li>Offered non-college credit courses.</li></ul>

If you have any questions or require additional information, please let me know.

DF:sd

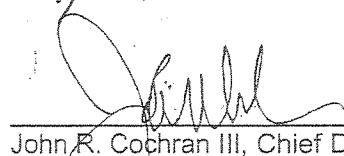
NOTED AND APPROVED:

  
John Cherep, Director of Human Resources

\_\_\_\_\_  
Date

  
Gary Wells, Director of Finance

1/24/07  
\_\_\_\_\_  
Date

  
John R. Cochran III, Chief Deputy Director

1-24-07  
\_\_\_\_\_  
Date

EXHIBIT I

Contract No. H-702611-1

PSYCHIATRIC TECHNICIAN VOCATIONAL EDUCATIONAL SERVICES

AMENDMENT NO. 1

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2007,

by and between COUNTY OF LOS ANGELES  
(hereinafter "County"),

and NORTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT CYPRESS COLLEGE  
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled  
"PSYCHIATRIC TECHNICIAN VOCATIONAL EDUCATIONAL SERVICES", dated  
January 24, 2007, and further identified as County Agreement No.  
H-702611, (hereafter referred to as "Agreement" or "Contract");  
and

WHEREAS, it is the intent of the parties hereto to amend  
Agreement to extend its term, expand the Statement of Work to add  
ten (10) students, increase the maximum obligation, and provide  
for the changes set forth herein; and

WHEREAS, Agreement provides that further changes to its  
terms may be made in the form of a written Amendment which is  
formally approved and executed by the parties.

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. This Amendment shall be effective on the date of Board  
approval.

2. Paragraph 1, TERM, is revised to read as follows:

Paragraph, the failure of Contractor or its officers, employees, agents, or subcontractors, to comply with any of the terms of this Agreement or any written directions by or on behalf of County issued pursuant hereto shall constitute a material breach hereto, and this Agreement may be terminated by County immediately. County's failure to exercise this right of termination shall not constitute a waiver of such right, which may be exercised at any subsequent time."

3. Exhibit A, Statement of Work, shall be replaced in its entirety by Exhibit A-1, attached hereto and incorporated herein by reference.

4. Exhibit C, Budget for Psychiatric Technician Vocational Educational Services Program, shall be replaced in its entirety by Exhibit C-1, attached hereto and incorporated herein by reference.

5. Agreement Paragraph 2. DESCRIPTION OF SERVICES, is revised to read as follows:

"2. DESCRIPTION OF SERVICES: Contractor shall provide services as described in Exhibit A-1, Statement of Work, attached hereto and incorporated herein by reference."

6. Agreement Paragraph 4, MAXIMUM OBLIGATION OF COUNTY, is revised to read as follows:

"4. MAXIMUM OBLIGATION OF COUNTY:


Director of Health Services and Contractor has caused this  
Amendment to be subscribed in its behalf by its duly authorized  
officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Bruce A. Chernof, M.D.  
Director and Chief Medical Officer

NORTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT CYPRESS COLLEGE

Contractor

By   
Signature

Claudette E. Dain

Printed Name

APPROVED AS TO FORM:  
BY THE OFFICE OF THE COUNTY COUNSEL

By \_\_\_\_\_  
Deputy County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Health Services

By \_\_\_\_\_  
Cara O'Neill, Chief  
Contracts and Grants Division

cypressamend1.sd.df 10/15/07

**CYPRESS COLLEGE  
STATEMENT OF WORK (SOW)**

**1.0 SCOPE OF WORK**

**1.1. General Description**

At its campus in Cypress, California, Cypress College (hereafter "Contractor") shall provide for credit, full-time Vocational Psychiatric Technicians Education Program ("Program" or "PT" Program") that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians ("BVNPT"). This Program is comprised of the following classes:

- **Nursing Science I - Fundamental Concepts/Scientific Principles of Nursing Care**
- **Nursing Science II – Exploration of Disease process of medical/surgical conditions relative to etiology, pathology, and treatment modalities.**
- **Developmental Disabilities I – Exploration of directing delivery of care service including self–help and independent living skills to persons with developmental disabilities.**
- **Developmental Disabilities II – Causes and prevention of developmental disabilities and clinical application of principles of behavior modification.**
- **Mental Disabilities I – Care for mentally disabled persons at a tertiary level of intervention with emphasis on assessment and intervention of the chronically hospitalized individual.**
- **Mental Disabilities II – Preparation for students to intervene at the primary and secondary level of treatment in the care of individuals with mental disabilities.**



Didactic and skills lab instruction shall take place at Cypress College facilities. Clinical instruction shall take place at Contractor designated facilities mutually acceptable to the Contractor and the County.

### **1.3 Course Description**

The description of each course is attached hereto as Exhibit B, and is incorporated herein by reference.

### **1.4 Total Hours to be Provided**

Contractor shall provide a total of approximately 1,402 hours per student for training and education services for all Psychiatric Technician Course Work:

- Nursing Science I 216 hours
- Nursing Science II 216 hours
- Developmental Disabilities I 233 hours
- Developmental Disabilities II 243 hours
- Mental Disabilities I 243 hours
- Mental Disabilities II 233 hours
- State Board Review Workshop 18 hours

### **1.5 Program "Mentor" and "Tutor"**

The Contractor shall provide Mentors and Tutors to assist students in successfully completing the Contractor's program. All mentoring and tutoring activities shall take place before or after class and without interruption to class instruction, and will be charged at a rate not to exceed \$40 per hour.

Tutors shall work with students to help them understand challenging content material presented in classroom lectures. **Mentors** shall motivate students

### **3.0 PERSONNEL, FEES, AND SUPPLIES**

Cost of services vary per semester of enrollment, based upon hours of clinical instruction provided, textbooks and supplies required. Should student attrition occur during the period of the training grant, some costs could be reduced. These would include the costs that are based on a per/student rate and include enrollment fees, health fees, parking fees, textbooks and consumable supplies. The costs related to clinical instruction and program director would not be affected by student attrition. The County will be invoiced only for actual expenditures.

Contractor shall provide clinical instructors for up to two clinical groups per semester, depending on the requirements of the course, and the number of students.

Contractor shall provide a Program Director to coordinate the course, and counsel students regarding their academic performance, clinical practice and participation in the program.

### **4.0 QUALITY ASSURANCE PLAN**

The County will evaluate Contractor's performance under this Contract as defined in the Additional Provisions, Paragraph 30, County's Quality Assurance Plan.

With three (3) business days advance notice, County personnel may observe Contractor's activities and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with Contractor's performance.

### **5.0 BILLING AND PAYMENT**

Contractor shall be paid monthly in arrears in accordance with the provisions and rates set forth in Exhibit C-1 and this Exhibit. Any unused amounts allocated for 2007 can be used through the end of the term.

For County (Program Implementation):

Mireya Macias, Planning and Implementation  
Health Care Workforce Development Program  
500 South Virgil Avenue, Suite 200  
Los Angeles, CA 90020

(213) 639-2227

For County (Contract):

Vanessa Hirsi, Manager  
Contract Development and Administration  
Health Care Workforce Development Program  
500 South Virgil Avenue, Suite 200  
Los Angeles, CA 90020

(213) 639-2244

For Contractor (Contract):

April Tory, District Manager, Instructional Resources  
North Orange County Community College District  
1830 W. Romneya Drive  
Anaheim, CA 92801-1819

(714) 808-4752

For Contractor (Project Administrator):

Andrea Hannon, Dean  
Health Science Division  
Cypress College  
9200 Valley View Street  
Cypress, CA 90630-5897

(714) 484-7283

**Cypress College**  
**Budget for Psychiatric Technician Vocational Education Services Program**

		Jan - Dec 2007	Jan - Dec 2008	Jan - June 2009	MAX OBLIGATION
<b>1. Clinical Instruction</b>	1				
Spring Semester		\$11,500.00	\$ 27,000.00		
Fall Semester		\$25,000.00	\$13,500.00		
<b>2. Program Director</b>	2				
Spring Semester		\$21,400.00	\$33,008.00		
Fall Semester		\$33,008.00	\$21,400.00		
<b>3. Mentor/Tutor Services</b>	3				
Spring Semester		\$16,320.00	\$19,040.00		
Fall Semester		\$21,760.00	\$8,160.00		
<b>4. Supplies</b>	4				
<b>Spring Semester</b>					
Textbooks		\$3,400.00	\$2,000.00		
Uniforms, etc		\$2,700.00	\$0.00		
Consummable supplies		\$2,400.00	\$2,800.00		
<b>sub - total</b>		<b>\$8,500.00</b>	<b>\$4,800.00</b>		
<b>Fall Semester</b>					
Textbooks		\$3,600.00	\$600.00		
Uniforms, etc		\$1,350.00	\$0.00		
Consummable supplies		\$3,200.00	\$1,200.00		
<b>sub - total</b>		<b>\$8,150.00</b>	<b>\$1,800.00</b>		
<b>5. Education- related Fees</b>	4				
<b>Spring Semester</b>					
Enrollment fees		\$3,726.00	\$4,507.00		
Health Fees		\$168.00	\$210.00		
Parking Fees		\$420.00	\$490.00		
<b>sub - total</b>		<b>\$4,314.00</b>	<b>\$5,207.00</b>		
<b>Fall Semester</b>					
Enrollment fees		\$5,008.00	\$1,983.00		
Health Fees		\$224.00	\$90.00		
Parking Fees		\$560.00	\$210.00		
<b>sub - total</b>		<b>\$5,792.00</b>	<b>\$2,283.00</b>		
<b>Sub-total Spring</b>		<b>\$62,034.00</b>	<b>\$89,055.00</b>		
<b>Sub-total Fall</b>		<b>\$93,710.00</b>	<b>\$47,143.00</b>		
<b>6. Indirect Costs</b>					
Spring Semester		\$9,305.10	\$13,358.25		
Fall Semester		\$14,056.50	\$7,071.45		
Total Spring		\$71,339.10	\$102,413.25		
Total Fall		\$107,766.50	\$54,214.45		
<b>TOTAL Year</b>		<b>\$179,105.60</b>	<b>\$156,627.70</b>	<b>\$59,681.70</b>	<b>\$395,415.00</b>

1. One or two clinical groups will be funded each semester, depending on the course requirements.

2. Project Director is paid based on the number of teaching units in any semester.

3. Cost calculated at an hourly rate.

4. Cost calculated on a maximum dollar amount per student

5. Estimate to cover costs for students who do not finish in December 2008

Exhibit C-1